

Re-TRAC Connect™

User Guide



Massachusetts Department of
Environmental Protection

Table of Contents

New Re-TRAC Connect™ Users	2
Create a Re-TRAC Connect™ Account	
Activate Re-TRAC Connect™ Account	
Program Approval Notification	
Complete Sustainable Materials Recovery Program – Municipal Grant Application	
Existing Re-TRAC Connect™ Users	11
Login	
Complete Sustainable Materials Recovery Program – Municipal Grant Application	

New Re-TRAC Connect™ Users

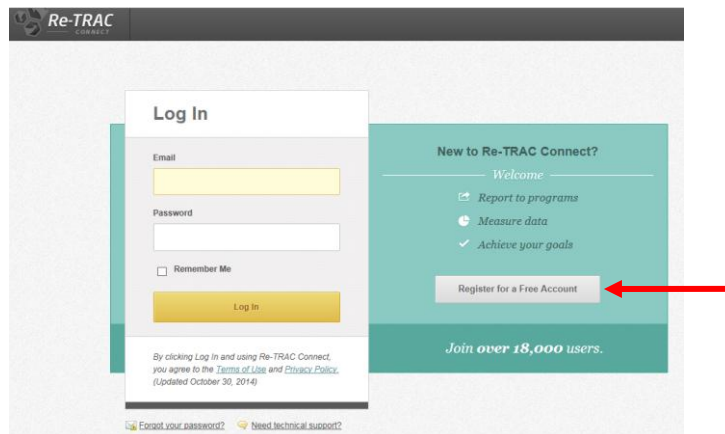
To apply for a MassDEP municipal grant under the Sustainable Materials Recovery Program, you will first need a Re-TRAC Connect™ account. All Massachusetts municipalities are already registered in Re-TRAC Connect™. Contact Tina Klein (tina.klein@state.ma.us) if you have questions about an existing municipal account.

Regional Authorities and Non Profit Organizations should check eligibility requirements outlined in the [Grant Guidance](#) found on MassDEP's website prior to creating an account.

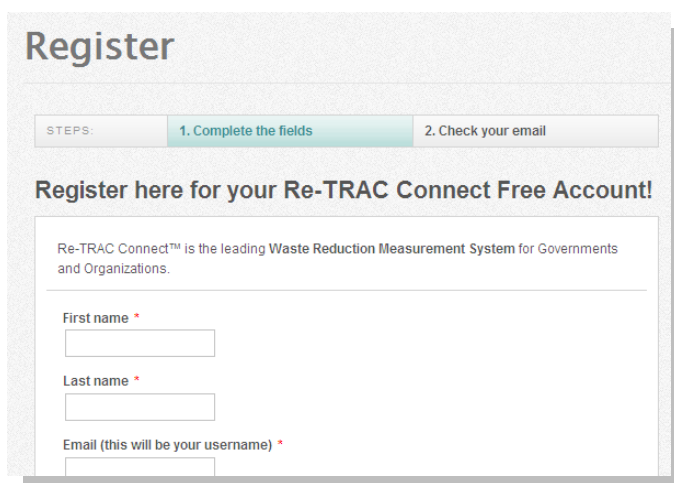
Create a Re-TRAC Connect™ Account

Step 1: Go to <https://connect.re-trac.com/>

At the log-in screen, select the *Click here to register* button.

The screenshot shows the Re-TRAC Connect website's login and registration interface. On the left, there is a 'Log In' section with fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. Below this, a small disclaimer states: 'By clicking Log In and using Re-TRAC Connect, you agree to the Terms of Use and Privacy Policy. (Updated October 30, 2014)'. At the bottom of the login section are links for 'Forgot your password?' and 'Need technical support?'. On the right, there is a 'New to Re-TRAC Connect?' section with a 'Welcome' message, three bullet points: 'Report to programs', 'Measure data', and 'Achieve your goals', and a 'Register for a Free Account' button. A red arrow points to this button. Below the button, it says 'Join over 18,000 users.'

Step 2: Complete all required fields, click the *Next* button at the bottom of the Register page.

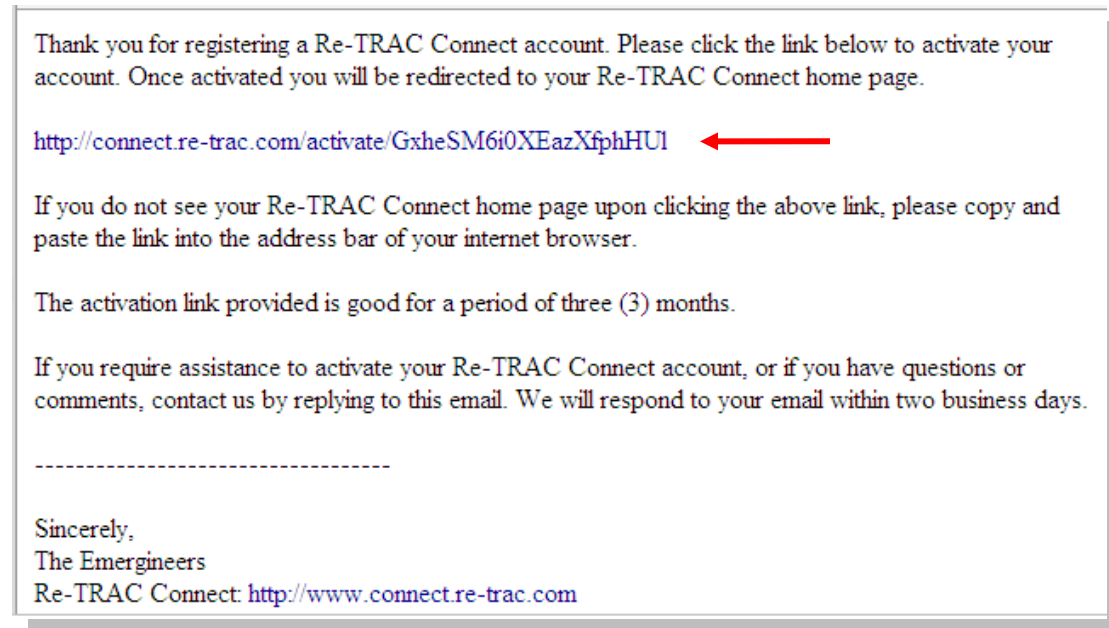
The screenshot shows the 'Register' page of the Re-TRAC Connect website. At the top, it says 'Register'. Below this, there are two steps: '1. Complete the fields' (which is highlighted) and '2. Check your email'. The main heading is 'Register here for your Re-TRAC Connect Free Account!'. Below this, there is a paragraph: 'Re-TRAC Connect™ is the leading Waste Reduction Measurement System for Governments and Organizations.' Underneath, there are three required fields: 'First name *', 'Last name *', and 'Email (this will be your username) *'. Each field has a corresponding input box.

Activate Re-TRAC Connect™ Account

After you create an account, you will receive an email similar to the one shown below.

Step 1: You must click on the link in the email to activate your account.

Note: If you don't see the activation email in your inbox, check your spam or junk mail folder. If you have not received the account activation email please email support@re-trac.com.

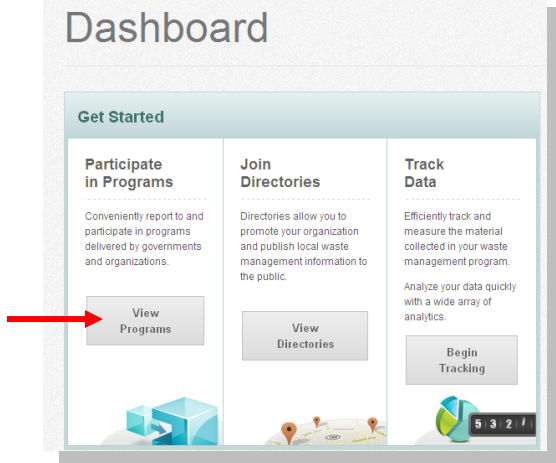


Step 2: You will be directed to the Re-TRAC Connect™ login page or to the Dashboard of your account after clicking the activation link.

Program Approval Notification (must be completed no later than two weeks prior to the grant deadline)

A MassDEP administrator must approve your organization into the Municipal Recycling Program before you can access the Sustainable Material Recovery Program Municipal grant application.

Step 1: Click the View Programs button



Step 2: Select Massachusetts from the drop-down menu and click the Filter button. Then click the Details button for the MassDEP program when the following screen is displayed.



Step 3: Add your organization by selecting the appropriate organization type from the list on the right side of the page. The MassDEP Municipal Recycling Programs use only the following organization types: Non Profit, Regional Authority, and Municipality (although ALL municipalities are already part of the program).

Notes:

Regional Authorities must be a regional entity such as a solid waste management district, solid waste/recycling cooperative, or regional planning authority recognized as a governmental body under Mass General Law.

Non Profit organizations must be recognized under Section 501(c) (3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division. Certain restrictions on the use of grant funds apply to non-profits. Be sure to read the Grant Guidance for more information.

Municipality: All municipal accounts have been created. If you know your username but have forgotten your password, click the “forgot password” button on the log-in screen and your password will be reset. If you have forgotten your log-in information, contact Tina Klein at 617-292-5704 or tina.klein@state.ma.us.

MassDEP Municipal Recycling Programs

You currently do not have any organizations that can access this program. To add an organization for this program, click the organization type from the list provided.

Program Description	Available In
MassDEP's Municipal Recycling Programs provide grants and technical assistance to cities, towns and regional entities - as well as certain non-profit organizations that provide services to them - for recycling, composting, reuse and source reduction activities that will help the Commonwealth meet its solid waste reduction and recycling goals.	✓ Massachusetts, United States

Add Organization

Would you like to add another location? Choose from the following types of organizations/events

- + Add District
- + Add Municipality
- + Add Regional Authority
- + Add Non Profit

Red arrows point to 'Add Regional Authority' and 'Add Non Profit'.

Complete the form and click the Add button at the bottom

Add Non Profit

Instructions

- ✓ Complete the Location Information and Contact Information for the new Non Profit.
- ✓ To finish adding the new Non Profit, click Add button

Location Details

Non Profit Name *

City *

State/Province *

Country *

Website

Ensure website address begins with http:// or https://

Notes

e.g. Restrictions, instructions, etc.

Contact Information for this Non Profit

Note: You will receive system messages for organizations & events that you add and manage as part of your Re-TRAC Connect account.

Contact Name *

Contact Title

Contact Email *

Contact Phone *

e.g. 703-254-1919 ext. 1

(###)###-#### ext. ####

Contact Fax

e.g. 703-254-1920

(###)###-#### ext. ####

Add Non Profit

Step 4: After you add your Organization, you will be on the Join Programs screen shown below. In this example there are two sample organizations, a Non Profit, and a Regional Authority.

Click the Join button next to your organization name.

MassDEP Municipal Recycling Programs

My Organizations

Non Profits

Habitat for Humanity

Regional Authorities

South Shore Recycling Cooperative

Add Organization

Would you like to add another location? Choose from the following types of organizations/events

- + Add Borough
- + Add City
- + Add Indian Band
- + Add Municipality
- + Add Parish

Non-Profit organizations are eligible to apply only in the Waste Reduction and Organics Capacity Projects category, so it is the only grant item listed. The 'Overview and Certification of Minimum Eligibility Criteria' form is required by all applicants. Click Join.

MassDEP Municipal Recycling Programs

HABITAT FOR HUMANITY

Configure Program Access:

Available Groups:

Select the groups you think you are a part of:

Reports:

Select the reports that you agree to submit:

- ☒ Overview and Certification of Minimum Eligibility Criteria
- ☒ Waste Reduction and Organics Capacity Projects

Regional Authorities are eligible to apply to in two grant categories; both are shown. The 'Overview and Certification of Minimum Eligibility Criteria' form is required by all applicants. Click Join.

MassDEP Municipal Recycling Programs

SOUTH SHORE RECYCLING COOPERATIVE

Configure Program Access:

Available Groups:

Select the groups you think you are a part of:

Reports:

Select the reports that you agree to submit:

- ☒ Overview and Certification of Minimum Eligibility Criteria
- ☒ Waste Reduction and Organics Capacity Projects
- ☒ Small Scale Initiatives

[Join](#)

Step 5: MassDEP's Grant Manager for the Sustainable Materials Recovery Program, Tina Klein, must approve your organization into the MassDEP Municipal Recycling Programs before any forms can be filled out.

My Programs

[Join Programs](#)

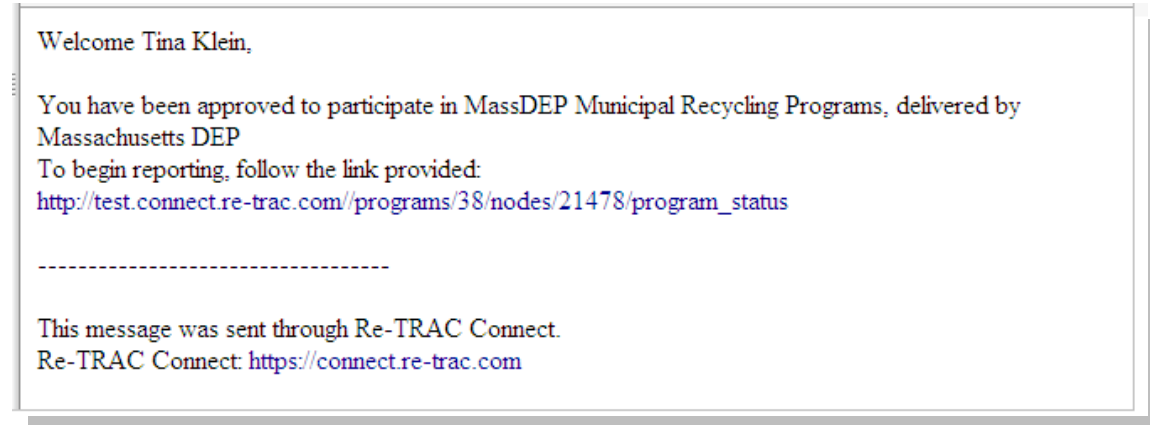
MassDEP Municipal Recycling Programs

- Habitat for Humanity [Approval Pending](#)
- South Shore Recycling Cooperative [Approval Pending](#)

[Add / View organizations](#)

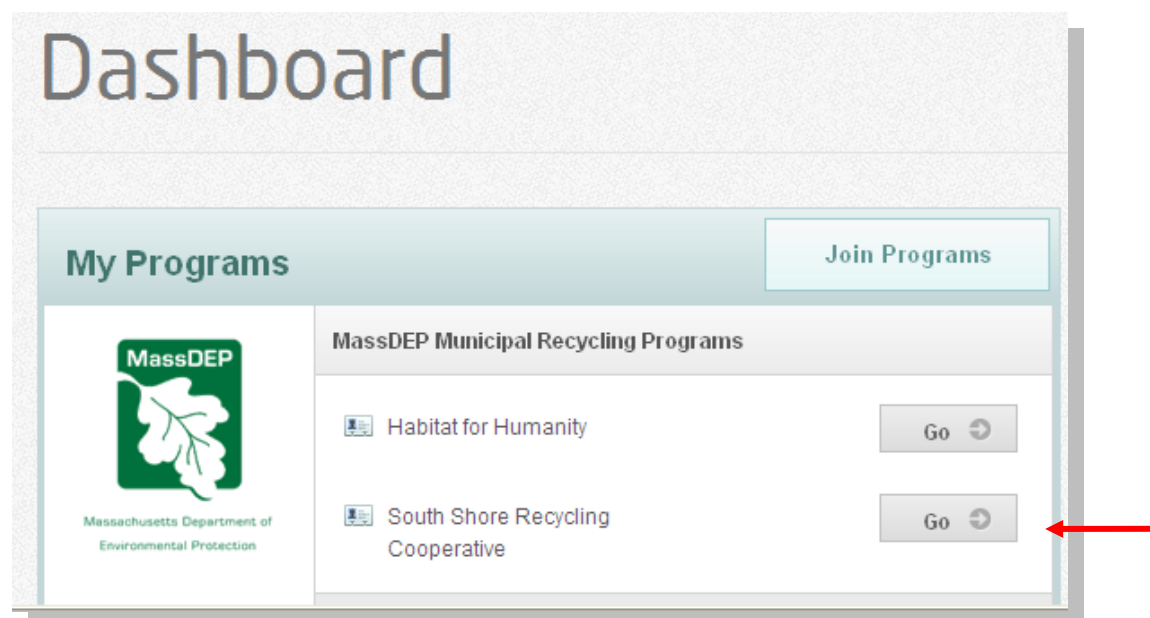
MassDEP
Massachusetts Department of Environmental Protection

You will receive an email notification indicating you have been approved into the MassDEP Municipal Recycling Programs.



Complete Sustainable Materials Recovery Program – Municipal Grant Application

From the Dashboard, click the “Go” button.



Click on the plus “+” icon to access a component of the grant application. Forms can be view and saved in any sequence. However, the ‘Overview and Certification of Minimum Eligibility Criteria’ must be submitted first.



South Shore Recycling Cooperative

MassDEP Municipal Recycling Programs Status

SOUTH SHORE RECYCLING COOPERATIVE

Click on the plus icon  to report or view information

	2013
Sustainable Materials Recovery Program - Municipal Grant Application	
Overview and Certification of Minimum Eligibility Criteria	
Waste Reduction and Organics Capacity Projects	
Small Scale Initiatives	

Program Information
Program Details

Complete all required fields on each form.



Overview and Certification of Minimum Eligibility Criteria - 2013

SOUTH SHORE RECYCLING COOPERATIVE

Sustainable Material Recovery Program-Municipal Grant Application

The Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program (SMRP) offers funding to Massachusetts cities, towns, regional government entities, and certain non-profits for recycling, composting, reuse, and waste reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. Please review the Grant Guidance on the SMRP grant webpage for more detailed information including terms and conditions, eligibility, and grant categories, prior to completing this grant application.

Grants awarded by MassDEP are administered through a grant agreement. Grant agreements consist of a contract, scope of work and budget. Grantees will expend funds for approved budget items and then request reimbursement from MassDEP in accordance with the grant agreement.

Applications must be submitted via Re-TRAC Connect by 11:59pm on June 12, 2013.

Host:
MassDEP, Bureau of Waste Prevention

Website:
<http://www.mass.gov/deprecycle/grant.ssf.htm>

Program Manager

You can “**Save**” the form which will allow you to come back at anytime to modify any information you have entered.



You can “**Submit**” the form when you are satisfied with all information. This will lock the form and MassDEP administrators will consider your information complete.

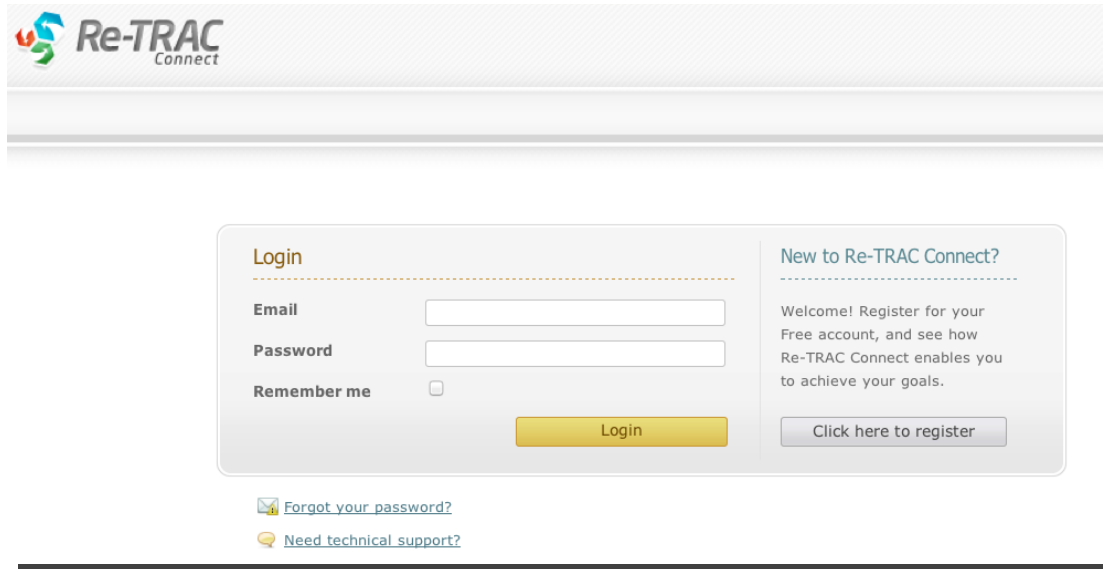


Existing Re-TRAC Connect™ Users

Login

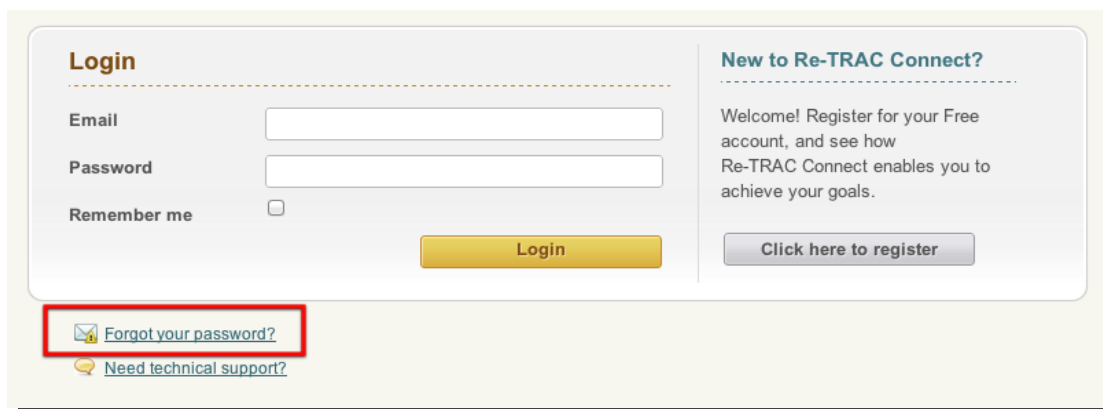
If you have an existing Re-TRAC Connect™ account go to:
<http://connect.re-trac.com>.

Enter your email address and password and click on the “**Login**” button.



The screenshot shows the Re-TRAC Connect login interface. At the top left is the Re-TRAC Connect logo. The main content area is divided into two sections. The left section, titled "Login", contains input fields for "Email" and "Password", a "Remember me" checkbox, and a yellow "Login" button. The right section, titled "New to Re-TRAC Connect?", contains a welcome message and a "Click here to register" button. Below the login section, there are two links: "Forgot your password?" and "Need technical support?".

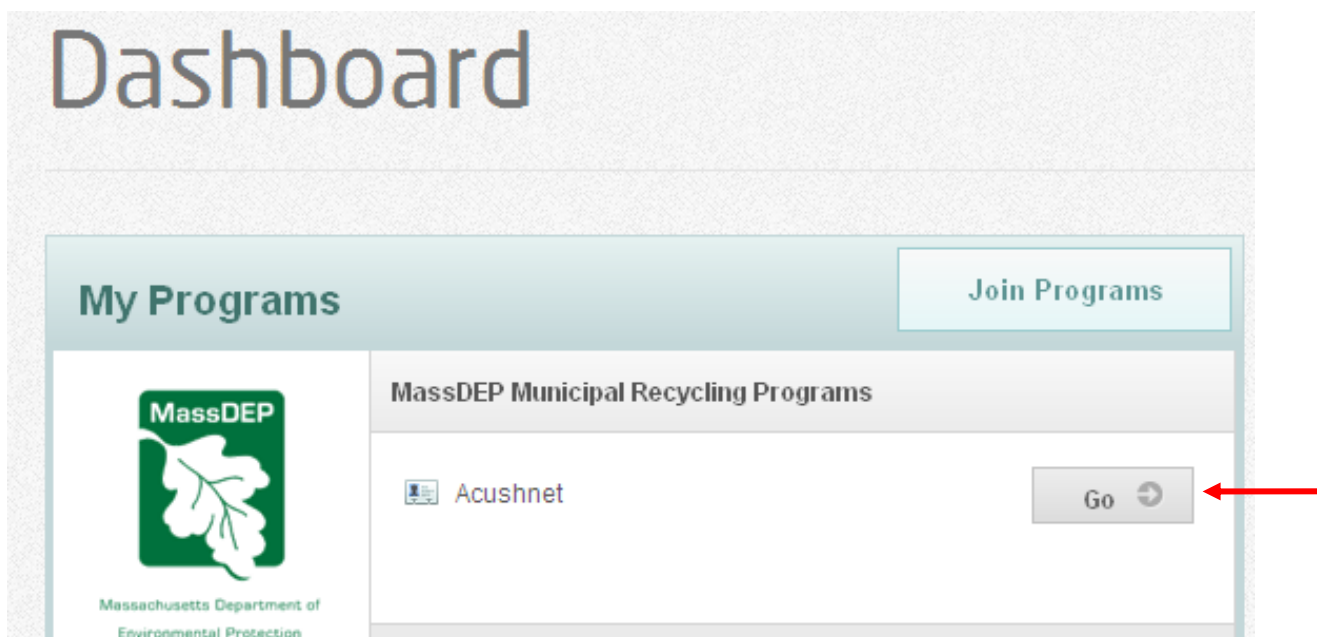
Note: If you have forgotten your password you can create a new one by using the “**Forgot your password**” functionality found on the login page.



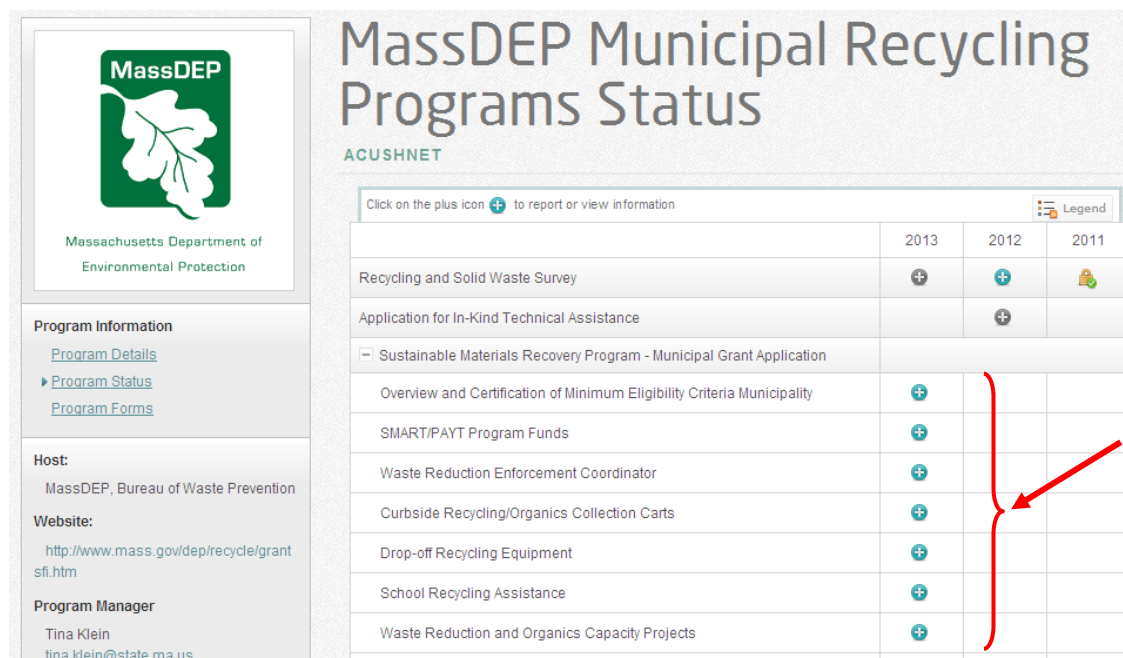
This screenshot is identical to the one above, but with a red rectangular box highlighting the "Forgot your password?" link at the bottom left of the login section.

Complete Sustainable Materials Recovery Program – Municipal Grant Application

From the Dashboard, click the “Go” button.



Click on the plus “+” icon to access a component of the grant application. Forms can be view and saved in any sequence. However, the ‘Overview and Certification of Minimum Eligibility Criteria’ must be submitted first.



Complete all required fields on each form.



Massachusetts Department of
Environmental Protection

Overview and Certification of Minimum Eligibility Criteria - 2013

SOUTH SHORE RECYCLING COOPERATIVE

Program Information

[Program Details](#)

[Program Status](#)

► [Overview and Certification of
Minimum Eligibility Criteria](#)

[Program Forms](#)

Host:

MassDEP, Bureau of Waste Prevention

Website:

<http://www.mass.gov/dep/recycle/grant/srf.htm>

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Overview

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